



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON FORT A.P. HILL
18436 4TH STREET
FORT A.P. HILL, VIRGINIA 22427-3114

IMPH-PI

01 April 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Letter #50 for United States Army Garrison – Fort A.P. Hill (USAG-FAPH) Telework

1. References.

- a. U. S. Office of Personnel Management (OPM) Guide to Telework in the Federal Government, April 2011.
- b. Department of Defense Instruction Number 1035.01, 4 April 2012, Telework Policy.
- c. DA Memo 690-8, Headquarters, Department of the Army Telework Program (30 October 2009).
- d. Office of the Assistant Chief of Staff for Installation Management (OACSIM), Policy Memorandum 1: Alternative Work Schedule (AWS), Telework, and Dress Code (18 December 2010).
- e. Installation Management Command (IMCOM) Regulation 690-16, Alternate Work Schedule (AWS) Program and Telework Policy (22 July 2009).
- f. Military District of Washington Operating Procedure –Telework – Memorandum 19 (29 June 2010).

2. Purpose. Supplementation of IMCOM Regulation 690-16 is prohibited. This memorandum provides summary, guidance and procedures only to implement a Telework Program for civilian employees assigned to USAG – FAPH; reference IMCOM Regulation 690-16 for further guidance.

3. Background. Passed by Congress in 2010, the Telework Enhancement Act requires the head of each executive agency to establish and implement a policy under which employees shall be authorized to telework. The President signed this Act into law December 9, 2010.

4. Applicability.

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a. This memorandum applies to all USAG-FAPH civilian personnel. It does not apply to military or contractor personnel. The requirements of the law do not apply to employees paid by non-appropriated fund (NAF), but NAF employers may administratively extend coverage of this operating procedure to their AF Employees. Probationary status employees are not eligible for telework; these periods are established to allow supervisors an opportunity to observe and evaluate employee performance.

b. This program is targeted at DoD civilian positions that lend themselves to the performance of duties away from the traditional worksite. Work suitable for telework depends on job content, not on the job title, type of appointment or work schedule. Positions that must be scrutinized closely before approving a request to telework are those requiring face-to-face contact with their customer base, supervisors, other employees or the general public and those requiring frequent access to classified, law enforcement sensitive, privacy act, or other sensitive information. Positions shall not be excluded as eligible on the basis of occupation, series, grade, or supervisory status.

c. USAG-FAPH Directors and Staff Officers are hereby delegated the authority to implement telework schedules in their respective Directorates and Staff Offices. Supervisors do not have the authority to approve employee telework; they can only make a recommendation to the Director. Request for approval to participate in the telework program will be determined on a case-by-case basis. Telework is not an entitlement; it is approved or denied based on the organization's mission needs. As defined, telework includes ad-hoc (situational) and regular and recurring work-at-home arrangements.

5. Responsibilities.

a. Deputy Garrison Commander (DGC) will:

(1) Approve exceptions to this policy based on unusual need, real-world operations, man-made and natural disasters, or to ensure continuity of operations during an emergency or crisis.

(2) Facilitate resolution of discrepancies of telework eligibility and other policy grievances as brought to the attention of the Command Group or if referred from the supporting Civilian Personnel Office.

(3) Oversee implementation of the Command's telework program.

(4) Facilitate resolution of discrepancies of telework eligibility and other policy grievances.

(5) Advise on the feasibility of telework arrangements and changes in DoD and other policies.

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(6) Act as Designated Approval Authority (DAA) for rated employees.

b. Plans, Analysis and Integration (PAI) will:

(1) Provide command-wide telework participation reports and statistics as requested and coordinate position eligibility reviews as required.

(2) Annually review, staff and update this policy as required.

c. Chief, IMO will:

(1) Serve as the Designated Office of Coordinating Responsibility for the purpose of information technology and communications, information security, and technical capability related decisions associated with the telework program.

(2) Establish procedures through which teleworkers may access work-related software applications.

d. Directors, Management and Special Staff Officers will:

(1) Serve as the approval authority for all routine (regular/recurring) and ad-hoc (situational) telework requests. If approved, ensure a signed and annually updated Telework Agreement is on file for each teleworker.

(2) Refer unusual need or non-routine requests to the DGC for final approval based on real world operations, man-made and natural disasters, or to ensure continuity of operations during an emergency or crisis. If required, refer issues to the DGC for resolution.

(3) Notify PAI upon the determination of an employee's telework agreement and provide statistical data and reports to PAI, as required.

(4) Ensure telework employees are briefed on their responsibilities.

(5) Assure quality, timeliness and productivity of work produced at the telework site.

(6) Terminate telework participation when there is a decrease in productivity, efficiency, quality of work, or it is no longer in the Command's interest that the employee telework.

(7) Review/validate telework time cards for each pay period (if applicable) and approve applicable overtime as needed.

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(8) Complete on-line training "Telework 101 for Managers." Information can be found at http://telework.gov/tools_and_resources/training/index.aspx.

(9) Act as DAA for rated employees.

e. Supervisors will:

(1) Receive, review, and recommend approval/disapproval of IMCOM Form 1-C, "Telework Request and Approval" (Enclosure 1) from managed employees. If approved, complete and sign IMCOM Form 1-B, "Employee – Management Contract Agreement" (Enclosure 2) with requesting employee. Within 5 calendar days of signing IMCOM Form 1-B, require employee to complete and return IMCOM Form 1-E, "Safety Checklist" (Enclosure 3).

(2) Assure quality, timeliness and productivity of work produced at the telework site. Use IMCOM Form 1-D, "Supervisor-Employee Checklist" (Enclosure 4) to ensure telework requirements are met and employees understand policies and procedures.

(3) Recommend to Director termination of telework participation when there is a decrease in productivity, efficiency or quality of work.

(4) Review/validate telework time cards for each pay period according to paragraph 8.e(4).

(5) Brief telework employees on their responsibilities.

(6) Complete on-line training "Telework 101 for Managers." Information can be found at http://telework.gov/tools_and_resources/training/index.aspx.

(7) Act as DAA for rated employees as required.

f. Telework Employees will:

(1) Request authorization to telework in writing using IMCOM Form 1-C, "Telework Request and Approval" (Enclosure 1). If approved, complete and sign IMCOM Form 1-B, "Employee – Management Contract Agreement" (Enclosure 2). Within 5 calendar days of signing IMCOM Form 1-B, complete IMCOM Form 1-E, "Safety Checklist" (Enclosure 3) and return it to the supervisor.

(2) Update and re-sign an Employee – Management Contract Agreement if the conditions of work change or, at a minimum, annually.

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(3) Account for and report time spent in a teleworking status; time spent in a telework status is accounted for and reported in the same manner as if the employee reported for duty at their traditional worksite.

(4) Follow the approved telework agreement. i.e., schedule, responsibilities, work hours, and duty location.

(5) Ensure communication is maintained with the immediate supervisor and work colleagues to support normal work day requirements.

(6) Ensure that productivity and quality of work is maintained and is equal to that exhibited at the traditional worksite.

(7) Maintain the telework site in a condition free of known or recognizable hazards and immediately notify supervisors and the USAG-FAPH Safety Office of any unsafe or unhealthy work condition that cannot be corrected in a reasonable amount of time. Promptly report injuries incurred while teleworking to the supervisor.

(8) Safeguard official information. Employees may not reproduce sensitive or otherwise restricted documents/information while outside of a government controlled facility.

(9) Ensure Government equipment is used only for official Government business and only by authorized Government personnel.

(10) Prior to telework agreement approval, successfully complete on-line training "Telework 101 for Employees" found at http://telework.gov/tools_and_resources/training/index.aspx. Employees must also complete training in offsite information assurance in accordance with the Remote Systems Access Policy.

6. Definitions. The following defines key Telework Policy terms.

a. Ad-hoc telework (also referred to as "situational telework") - approved telework performed on an occasional, one-time, or irregular basis.

b. Alternative worksite - a place away from the traditional worksite that has been approved for the performance of assigned duties. It may be an employee's home, a telecenter, or other approved worksite including a facility established by state, local, or county governments or private sector organizations for use by teleworkers.

c. Designated Approval Authority (DAA) – DGC, Director or supervisor (as applicable) responsible for managing telework schedules of rated employees.

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d. Regular and recurring telework (also referred to as "routine telework") - an approved work schedule where eligible employees regularly work at least one day per bi-weekly pay period at an alternative worksite.

e. Telecenter - a General Services Administration (GSA) established alternate worksite. GSA telecenters house employees of more than one agency and include work spaces and equipment common to a traditional office environment. All office accommodations (desk, computers with modems, copy machines, faxes) are provided based on a monthly service charge.

f. Telework- any arrangement in which an employee performs officially assigned duties at an alternative worksite on either a regular and recurring or ad hoc basis (not including while on official travel).

g. Telework agreement- a written agreement, completed and signed by an employee and appropriate official(s) in his or her component, that outlines the terms and conditions of the telework arrangement.

h. Traditional worksite- the location where an employee would work absent a telework arrangement. Work at home telework: means an approved arrangement whereby an employee performs his or her official duties in a specified work or office area of his or her home that is suitable for the performance of official Government business.

7. Determining Eligibility.

a. IAW IMCOM OPORD 11-592, 06 OCT 11 Telework Enhancement Act of 2010, Telework Eligibility, current installation positions and have been vetted for eligibility. New changes in positions or personnel will be vetted as required.

b. Work suitable for telework depends on the job content, rather than the job title, type of appointment, or work schedule. Positions which require employees to perform tasks that are measurable, quantifiable, evaluated by the quality of a deliverable and primarily project-oriented are ideal for telework.

c. An employee suitable for telework is an employee who's demonstrated personal characteristics are well-suited to telework, as determined by the supervisor, including, at a minimum—

(1) Demonstrated dependability and the ability to handle responsibility.

(2) The ability to prioritize work effectively and utilize good management and organizational skills.

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(3) A performance rating at the 3 level-equivalent or above.

d. Positions are not eligible for telework if performing the work at an alternate work site will adversely affect the performance of other employees, place a burden on the staff remaining in the office, or result in a diminished level of service provided to customers. Positions may not be eligible for telework if the work requires—

(1) Frequent or short notice face-to-face interaction with internal or external contacts, such as the supervisor, other employees, formal or informal work teams, clients, the general public, or frequent ad-hoc meetings (that is, training instructors whose primary duty is to teach students, or positions with direct and recurring customer service duties).

(2) Access to material or data that cannot be moved from the regular office, would present a security risk, or breach of confidentiality (for example, classified material, security documents, libraries, and personnel records). Handling controlled unclassified information (CUI), particularly its telecommunication or electronic storage. CUI is explained in AR 380-5, chapter 5, Controlled Unclassified Information. Examples of CUI include For Official Use Only (FOUO) (that is, information that affects individuals' privacy, law enforcement, or confidentiality of information from vendors), acquisition-sensitive data, data about internal government investigations or investigative techniques and intra-agency correspondence, which is deliberative or pre-decisional in nature.

(3) Access to technology, equipment, or facilities that is not available at the alternate duty site (for example, administrative assistants who answer office phones or duties that require access to copiers or faxes).

(4) Use of a government vehicle.

(5) Work that must be performed at the regular worksite (such as issuing and accounting for supplies and materials, medical and child care, safety and ammunition inspectors, range control duties, equipment repair, surveying property, or dealing with wildlife).

(6) Providing emergency services and services involved in the protection of life and property (firefighters, police, and guards).

(7) The employee's experience in performing the duties of the position and the need to be in the traditional worksite to learn the organization or to receive on-the-job training. Military, Contractors, Interns and trainees are not suitable for telework. Probationary status employees are not eligible for telework because probationary status periods are established to allow supervisors an opportunity to personally observe and evaluate employee performance. The requirements of the Telework Enhancement Act do not apply

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to employees paid by non-appropriated fund (NAF), but NAF employers may administratively extend coverage of this operating procedure to their AF Employees.

(8) Employees who are not meeting performance standards, are being counseled or disciplined for leave abuse, or who have pending or current disciplinary or adverse actions, may not be approved for telework.

e. Positions identified as ineligible for regular and recurring telework (up to 3-days per week) may still be considered for ad-hoc (situational) telework (on an occasional, one-time, or irregular basis). For example, a position requiring daily interaction with customers would not be eligible for regular and recurring telework. However, if the employee is assigned a written project or report that could be completed at an alternate worksite, an ad-hoc (situational) telework arrangement could be approved.

8. Policy and Procedures.

a. General Policy Statements.

(1) Telework is not an employee entitlement. An employee's request to telework is approved or denied based on the organization's mission needs, not on the employee's personal needs. The final decision to permit an employee's participation rests with management.

(2) Either the supervisor or the employee may terminate the telework arrangement, at will, with advance notice to the other. If at any time the supervisor determines that an arrangement is adversely affecting workplace operations, missions, or employee performance, the supervisor will notify the employee that the telework arrangement will be terminated immediately. Participation in telework also will terminate immediately if the employee is performing below Level 3 (Successful) under TAPES.

(3) Management reserves the right to require telework employees to report to the traditional worksite on scheduled telework days based on operational need or mission requirements.

(4) The supervisor or other representative of the employee's organization retains the right to inspect the alternative worksite to ensure that safety standards are met and government-furnished equipment is properly maintained. When the employee's alternative worksite is in the employee's home, such inspections will occur by appointment only with no less than 24 hours notice.

(5) A telework employee remains subject to the provisions of the Joint Ethics Regulation, the general principles of Federal employment, and all other Federal and agency standards of conduct while working at the alternative worksite.

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(6) Employees may be approved to telework and to work alternative work schedules.

(7) To ensure management and customer predictability, "ad hoc" telework is not authorized by the Command as a day-to-day telework option. "Ad hoc" telework will only be approved as an exception to this policy based on an occasional basis, extreme situation of unusual need, real-world operations, man-made and natural disasters, or to ensure continuity of operations during a national emergency or crisis (section f. "Emergency Dismissal or Closing" below).

(8) As per OACSIM policy and due to fiscal constraints and the inability to equitably fund service costs for all employees, civilian employees are not authorized to work from telework centers. Work-at-Home telework is the only option for Fort A.P. Hill employees.

(9) The telework arrangement is for the performance of official duties. It will not be used to replace appropriate arrangements for dependent care, elder care, home repair appointments, operating a home business, etc.

(10) Overtime provisions that apply to employees working at a traditional worksite apply to employees who telework. Employees may work overtime only when requested and approved in advance.

(11) Employees are authorized and expected to leave their telework site if they feel work conditions pose an imminent threat to their health and/or safety. Employees will immediately notify both their supervisor and the USAG-FAPH Safety Office if this occurs.

(12) An employee's participation in the Telework Program may be terminated at any time if mission requirements deem it necessary or it is determined that an employee is abusing the telework privilege. Employee participation may also be terminated at the request of the employee, the employee's supervisor, or upper management. Some reasons a supervisor may terminate a telework arrangement include:

- (a) The arrangement no longer supports the mission.
- (b) Performance standards are not being met or conduct is unacceptable.
- (c) Normal production or quality of work is not being maintained.
- (d) Costs of the arrangement become impractical.
- (e) Technology changes require return to the regular office.
- (f) There is a change in work requirements.

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- (g) Employees do not comply with the terms of the agreement.
- (h) Employees are being counseled or disciplined for leave abuse
- (i) Employees are needed at the worksite

(13) Supervisors must attempt to provide 2 weeks' notice to the employee of the termination of an agreement to the extent practicable. IMCOM Form 1-G, "Notice of Termination of Participation" (Encl 5), must be completed by the supervisor and signed by the employee and supervisor as acknowledgement of the effective date and reasons for termination. A copy should be sent to the unit timekeeper to maintain on file.

(14) Telework is not a right and may be terminated for cause at the discretion of the supervisor or at the employee's request. All disputes will be handled through the employee's applicable grievance procedures.

b. Government-Furnished Equipment.

(1) The determination to provide and install government-furnished equipment for use by a teleworker at the alternative worksite is at the discretion of management. The use of a blackberry or similar hand-held communication device is not considered an adequate means of communication or connectivity for telework purposes.

(2) Government-furnished equipment (including all related equipment and network devices) are provided to a teleworker for authorized U.S. Government use only and will be accounted for by the teleworker. Family members and friends of teleworkers are not authorized to use any government- furnished equipment.

(3) Government-furnished computer equipment, software, and communications devices, with appropriate security measures, are required for remote work with unclassified data (including controlled unclassified, for official use only (FOUO) data, and Privacy Act-protected data), when the access method involves a direct connection to the Command's Enterprise Network, such as through the virtual private network or remote access server. In addition, the use of government-furnished equipment must comply with the appropriate provisions of AR 25-1 (Army Knowledge Management and Information Technology) and AR 25-2 (Information Assurance). The employee must agree to comply with the terms of any computer software license and copyright agreements, as well as with any Department of the Army computer virus protection requirements and procedures.

(4) Whether an employee uses a government-furnished or an employee-owned computer, the common access card (CAC) will be used to enable cryptographic logon entry into information technology (IT) systems and applications that reside on DOD computer networks and systems.

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c. Security and Information Technology Policy. Telework employees are responsible for safeguarding all official information and data as required by applicable law and regulation.

(1) Classified information (hardcopy or electronic) will not be removed from the traditional worksite to an alternative worksite. No classified documents (hardcopy or electronic) may be taken to, or created at, an employee's alternative worksite. FOUO and controlled unclassified information may be taken to an alternative worksite, provided the employee takes necessary precautions to protect the data consistent with Army and DOD directives, regulations, and policies.

(2) Telework employees will apply approved safeguards to protect official information and data from unauthorized disclosure or damage and will comply with the Privacy Act of 1974 and implementing regulations.

(3) Telework employees are responsible for protecting any government-furnished equipment and property at the alternative worksite. Employees will return all government-furnished equipment (equipment, software, and communications devices) on the termination of the employment relationship with this organization, at the termination of the telework arrangement, or at the Command's request.

d. Alternative Worksite Provisions.

(1) USAG-FAPH will not assume responsibility for operating costs associated with an employee using personal equipment or residence as an alternative worksite (e.g., home maintenance, broadband access, insurance, security systems, and utilities). In order to be approved for telework, employees must have high-speed internet capability at their telework location. As per OACSIM's determination, a dial-up connection is not suitable for performance of official duties in the telework environment. USAG-FAPH will follow OACSIM policy and will not reimburse employees for any expenses incurred to comply with this policy. Additionally, the Command will not provide technical support for network, peripheral or non-government furnished equipment.

(2) The Command is not liable for damages to an employee's personal or real property while the employee is working at the approved alternative worksite, except to the extent the government is liable under the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

(3) Long distance calls made by the employee as part of work-related duties will be eligible for reimbursement provided the calls are pre-approved by the supervisor and with the submission of proper documentation.

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(4) An employee who is approved for work-at-home telework must sign a safety checklist prior to the commencement of teleworking.

(5) All information technology and information assurance policies and guidelines remain in effect in the telework environment.

(6) Employees are covered by the Federal Employees Compensation Act (FECA) when injured or suffering from work-related illnesses while conducting official Government business regardless of the location. For work-at-home arrangements, the employee is required to designate and annotate in their telework agreement one area in the home as the official work or office area that is suitable for the performance of official Government business. The Government's potential exposure to liability is restricted to this official work or office area for the purposes of telework.

e. Scheduling, Time and Attendance, Overtime, and Compensatory Time.

(1) IMCOM civilian employees may telework up to 3-days per week. The DAA reserves the right to require telework employees to report to their traditional worksite on scheduled telework days, based on operational requirements.

(2) The existing rules for duty hours and scheduling work at the traditional worksite, including any applicable collective bargaining agreement, apply to all telework arrangements. Supervisors must schedule an employee's tour of duty, which the employee must adhere to, just as if the employee were working at the traditional worksite. An employee's telework hours can parallel those in the traditional worksite or be specific to the alternative worksite. Employees may be approved both to telework and work an alternative (flexible or compressed) work schedule. A copy of the employee's daily telework schedule should be kept on file with the employee's signed telework agreement.

(3) Employees who have short-term medical conditions (such as employees recuperating from surgery, illness, or injury), and who have been medically cleared to perform work, may be allowed to work from home in accordance with this policy's approval process. Ad hoc telework is not intended to be used as a replacement for sick leave when an employee "is sick". If the employee requests an ad hoc telework day in lieu of a sick leave day, the employee's responsible official will make the decision based on the supervisor's and employee's input.

(4) The Command Group reserves the right to integrate telework into emergency planning as an "ad hoc" telework arrangement to ensure connectivity of equipment, to test systems to ensure they are functional, and supervisors are comfortable managing distributed workload.

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(5) Time spent in a telework status is accounted for and reported in the same manner as if the employee reported for duty at their traditional worksite. Employees will annotate the appropriate "telework code" on to the time and attendance record using the following codes:

(a) TW - Telework Regular (and Recurring)

(b) TS – Telework Situational (ad hoc non-medical)

(c) TM - Telework Medical (ad hoc medical)

f. Emergency Dismissal or Closing.

(1) Regular Telework employees will be required to continue work at their alternative worksites on their telework day when the agency is closed because of an emergency. On a case-by-case basis, the telework employee may be excused from duty during an emergency if the emergency adversely affects the telework site or if the teleworker's duties cannot be continued without contact with the regular worksite.

(2) Situations may develop that make it beneficial for the employee and supervisor to agree on an episodic or ad-hoc (situational) telework opportunity such as weather or other emergency conditions requiring the installation to grant annual leave without prior approval to non-emergency employees ("unscheduled leave").

(3) If a situation arises such as loss of power at the alternative site or illness where a telework employee is unable to work or continue working, the supervisor, on a case-by-case basis, will determine the appropriate action, whether it be to authorize an excused absence, leave, compensatory time, or report to work at the traditional site.

(4) If a similar situation arises at the traditional site, it would not affect the telework employee; therefore, it would not be necessary for the supervisor to excuse him/her from duty.

(5) When the telework employee is aware in advance that a situation would preclude working at the alternative site, a change in work schedule, arrangements to take leave, or report to the traditional site must occur.

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9. Point of Contact for this policy is Chief of Plans Analysis and Integration, at
(804) 633-8570.



PETER E. DARGLE
LTC, AR
Commanding

5 Encls

1. Approval Form
2. Schedule Agreement
3. Safety Checklist
4. Supervisor Employee Checklist
5. Notice of Termination of Participation

DISTRIBUTION:

A

TELEWORK SCHEDULE REQUEST AND APPROVAL FORM

Refer to IMCOM Regulation 690-16 for guidance to complete this form.

Voluntary Participation: Employee voluntarily agrees to work at the employer-approved alternative workplace indicated below and to follow all applicable policies and procedures. Employee recognizes that the telework agreement is not an employee entitlement but an additional method the employer may approve to accomplish work.

Salary and Benefits: Employer agrees that a telework arrangement is not a basis for changing the employee's salary or benefits.

NOTE: IMCOM Form 1-B, Telework Schedule Employee-Management Contract Agreement, and IMCOM Form 1-E, Safety Checklist must be completed upon telework approval.

SECTION I - REQUEST

1. EMPLOYEE NAME		2. JOB TITLE	3. ORGANIZATION	
4. GRADE AND JOB SERIES	5. DATE OF LAST PERFORMANCE EVALUATION (DDMMYYYY)		6. LAST PERFORMANCE RATING	
7. TYPE OF TELEWORK REQUEST <input type="checkbox"/> Core Telework (regularly work at least 1 day per week at the alternate worksite) <input type="checkbox"/> Situational (occasional, 1 time or irregular basis)			8. NUMBER OF DAYS PER WEEK EMPLOYEE REQUEST TELEWORK: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
9. ALTERNATE WORKSITE <input type="checkbox"/> Home Office or Work Area		10. EMPLOYEE REQUEST TO TELEWORK AS A REASONABLE ACCOMODATION FOR: <input type="checkbox"/> Qualified Disability <input type="checkbox"/> Temporary Disability or Temporary Medical Reasons		
11. DESCRIPTION OF WORK TO BE PERFORMED (must align with employee's performance objectives):				
12. TELEWORK TOUR OF DUTY (for example, 0830-1700, including a 30-minute lunch period) (IMCOM core hours: 0900-1500) FROM: _____ TO: _____			13. DAY OF WEEK EMPLOYEE REQUESTS TO TELEWORK: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	
14. EQUIPMENT AND SOFTWARE REQUIRED: (such as, Common Access Card (CAC) Reader and ActivCard Gold Software)				

SECTION II - RECOMMENDATION

a. SUPERVISOR'S RECOMMENDATION <input type="checkbox"/> Approved <input type="checkbox"/> Disapprove	b. NUMBER OF DAYS PER WEEK TELEWORK IS RECOMMENDED: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
c. SUPERVISOR SIGNATURE	d. DATE: (DDMMYYYY)
e. EMPLOYEE SIGNATURE	f. DATE: (DDMMYYYY)

SECTION III - APPROVAL

a. APPROVAL <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	b. NUMBER OF DAYS PER WEEK TELEWORK IS APPROVED: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
c. APPROVAL OFFICIAL SIGNATURE	d. DATE: (DDMMYYYY)
e. REASON(S) FOR DISAPPROVAL	

TELEWORK SCHEDULE EMPLOYEE - MANAGEMENT CONTRACT AGREEMENT

Refer to IMCOM Regulation 690-16 for guidance to complete this form.

The following constitutes the terms and conditions of the telework agreement between employee and supervisor.

SECTION I - EMPLOYEE INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL
JOB TITLE		PAY PLAN, SERIES, GRADE
ORGANIZATION		TELEWORK TELEPHONE

SECTION II - ALTERNATE WORK-SITE

TELEWORK DUTY STATION ADDRESS	PHONE	FAX	E-MAIL
<input type="checkbox"/> Personal residence			

EMPLOYEE ALTERNATE WORK-SITE

Employee's official duty station for such purposes as special salary rates, locality pay adjustments and travel is:

The official duty station address corresponds to that on the employee's most recent SF 50, Notification on Personnel Action.

SECTION II - AGREEMENT

1. The above mentioned employee volunteers to participate in the Telework Program and to adhere to the applicable policies, guidelines and procedures. The supervisor concurs with employee participation and agrees to adhere to applicable policies, guidelines, and procedures.
2. Participation in the program will commence on _____ (YYYYMMDD) and will end on _____ (YYYYMMDD) , unless unforeseeable difficulties require earlier termination.
3. The employee is approved to work at the alternative worksite specified below according to the work schedule indicated.

DAY	WEEK 1*	DUTY HOURS	WEEK 2*	DUTY HOURS
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

* Identify whether the workday is a regular work day (traditional work-site), a telework day, or a regular day off (RDO) if employee is also participating in the compressed work schedule (CWS) Program. Duty hours should be reflective of the number of hours the employee is required to work for their 80-hour bi-weekly pay period.

**TELEWORK SCHEDULE
EMPLOYEE - MANAGEMENT CONTRACT AGREEMENT**

Work Schedule Comments:

4. **Changes to Telework Agreement.** Employee must be available to work at the traditional work-site on telework days on an occasional basis, if necessary to meet work requirements. A request by the employee to change their scheduled telework day in a particular week or bi-weekly pay period will be accommodated by the supervisor wherever workable and consistent with mission requirements. A permanent change in the telework arrangement requires completing a new telework agreement.

5. **Work-at-Home.** The employee is responsible to ensure that a proper work environment is maintained while working in a telework capacity.

a. The employee is required to designate one area in the home as the official work or office area that is suitable for the performance of official government business. The government's potential exposure to liability is restricted to this official work or office area for the purpose of telework.

b. Employee will complete and sign a Safety Checklist (IMCOM Form 1-E) that proclaims the home as safe for an official home worksite and to ensure that the environment allows tasks to be performed safely. The checklist must be completed within 5-working days of telework approval.

c. Employee agrees to permit access to the home worksite by agency representatives as required, during normal-duty hours, to ensure proper maintenance of government-owned property, safety standards, and to ensure compliance with the terms of this telework agreement.

d. The government is not responsible for any operating costs that are associated with the employee using their personal residence as an alternative work-site, including home maintenance, insurance, or utilities.

6. **Time, Attendance, and Overtime.** The supervisor agrees to certify bi-weekly the time and attendance for hours worked at the regular office and the alternate workplace and make sure the employee's timekeeper has a copy of the employee's work schedule.

7. **Work Performance.** Employee agrees to complete all assigned work according to procedures mutually agreed upon by the employee and the supervisor and according to guidelines and standards in the employee's performance plan. A decline in the employee's performance may be grounds to terminate the alternative-workplace arrangement.

8. **Emergency Dismissal or Closing.** Employee will continue to work at the alternate work-site during emergency closures on the employee's regularly scheduled telework day. Employee is required to work at the alternate worksite during emergency closures even if that day is not a regular telework day or a day with specific approval for ad hoc telework.

9. **Security and Equipment.**

a. No classified documents (hard copy or electronic) may be taken to employee's alternative work-site. Sensitive unclassified material, to include Privacy Act and For Official Use Only data or documents, may be used by teleworkers on government-furnished equipment.

b. Employee is responsible for the security of all official data, and for the protection of any government-furnished equipment and property at the alternative worksite.

c. Common Access Card (CAC) reader will be used for government official duties only.

d. Employee is responsible for the security of all official data protection of any government-furnished equipment, and property at the alternative worksite.

e. The organization is responsible for the maintenance of the CAC reader. Employee agrees to bring the CAC reader into the office for maintenance. Employee will return the CAC reader and materials to the organization at the conclusion of the telework arrangement or at the supervisor's request.

10. **Liability.** The government is not liable for damages to employee's personal or real property while the employee is working at the approved alternate worksite, except to the extent the government is held liable by the Federal Tort Claims Act or the Military and Civilian Employees Claims Act.

**TELEWORK SCHEDULE
EMPLOYEE - MANAGEMENT CONTRACT AGREEMENT**

11. Injury Compensation. The employee is covered under the Federal Employees Compensation Act when injured or suffering from work-related illnesses while conducting official government business. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative worksite while performing official duties, and to complete any required forms.

12. Standards of Conduct. Employee continues to be bound by the DoD standards of conduct while working at the alternative work-site and when using government-furnished equipment.

13. Termination of the Telework Agreement. Either the employee or the supervisor can terminate this telework agreement at will. Management will terminate this telework agreement if the employee's performance does not meet the prescribed standard or the teleworking arrangement fails to meet the needs of the organization.

14. Disclosure: The employee agrees to protect government records from unauthorized disclosure or damage and will comply with requirements of the Privacy Act of 1974, 5 USC 552(a).

SECTION III - EMPLOYEE SIGNATURE

CERTIFICATION

By signing this agreement, the employee certifies that s(he) has read the terms of this agreement and agrees to follow the policies and procedures outlined and other applicable policies and procedures.

SIGNATURE

Date (YYYYMMDD)

PART IV - SUPERVISOR SIGNATURE

CERTIFICATION

By signing this agreement, the immediate supervisor of the employee certifies the position of the employee is suitable for telework and the employee is eligible for telework.

SIGNATURE

Date (YYYYMMDD)

PART V - RESPONSIBLE OFFICIAL SIGNATURE

The application and agreement is approved as written.

SIGNATURE

Date (YYYYMMDD)

The supervisor, employee and timekeeper must each keep a copy of this agreement for reference.

**SAFETY CHECKLIST
EMPLOYEE CERTIFICATION
TELEWORK PROGRAM**

Refer to IMCOM Regulation 690-16 for guidance to complete this form.

This checklist is used in assessing the overall safety of the home worksite. The participating employee should complete the checklist, sign, date and return it to the supervisor within 5-calendar days after signing IMCOM Form 1-B (Telework Schedule Employee-Management Contract Agreement).

SECTION I - WORKPLACE ENVIRONMENT

- ☐ Yes ☐ No 1. Temperature, noise, ventilation, and lighting levels are adequate for maintaining your normal level of job performance.
- ☐ Yes ☐ No 2. Aisles, doorways, and corners are free of obstructions and permit visibility and movement.
- ☐ Yes ☐ No 3. File cabinets and storage closets are arranged so drawers and doors do not enter into walkways.
- ☐ Yes ☐ No 4. All electrical equipment is free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires or fixtures, exposed wiring on the ceiling or walls).
- ☐ Yes ☐ No 5. Phone lines, electrical cords and surge protectors are secured under a desk or alongside a baseboard.

SECTION II - COMPUTER WORKSTATION

- ☐ Yes ☐ No 1. Chair is adjustable.
- ☐ Yes ☐ No 2. Back is adequately supported by a backrest.
- ☐ Yes ☐ No 3. It is easy to read the text on the screen.
- ☐ Yes ☐ No 4. The computer screen is free from noticeable glare.
- ☐ Yes ☐ No 5. The placement of the monitor and keyboard is adequate.
- ☐ Yes ☐ No 6. When keying, forearms are parallel with the floor.
- ☐ Yes ☐ No 7. Wrists are straight when keying.

SECTION III - EMPLOYEE INFORMATION

NAME		HOME TELEPHONE
LOCATION OF DESIGNATED HOME OFFICE OR WORK AREA (Street, City, State, Zip Code)		
POSITION	ORGANIZATION	SUPERVISOR'S NAME

SECTION IV - SIGNATURE

EMPLOYEE SIGNATURE	DATE (YYYYMMDD)
SUPERVISOR'S SIGNATURE	DATE (YYYYMMDD)

SUPERVISOR - EMPLOYEE CHECKLIST TELEWORK PROGRAM Refer to IMCOM Regulation 690-16 for guidance to complete this form.		CHECKLIST COMPLETION DATE		
		MONTH	DAY	YEAR
Supervisors should use this checklist to ensure telework requirements are met and participating employees understand the policies and procedures of the Telework Program. After an item is completed, place a check mark next to the item and write the date it was completed.				
		COMPLETED	DATE (YYYYMMDD)	
1. Guidelines, policies and procedures of the telework program have been explained to the employee.		<input type="checkbox"/>		
2. The employee's most recent performance appraisal rating is fully successful-level (level 3) or higher (or equivalent levels).		<input type="checkbox"/>		
3. The provisions governing premium pay have been explained to the employee, including the requirement that supervisory approval is required in advance of working overtime.		<input type="checkbox"/>		
4. Performance expectations have been discussed with the employee. Standards are in place and have been agreed upon.		<input type="checkbox"/>		
5. Policies and procedures covering classified, secure and privacy data have been explained to the employee.		<input type="checkbox"/>		
6. The employee has been given safety guidelines, which identify safety and adequacy issues that the employee needs to consider.		<input type="checkbox"/>		
7. Equipment issued to the employee has been documented.		<input type="checkbox"/>		
8. Policies and procedures for the care and maintenance of government furnished equipment have been explained to the employee and are clearly understood.		<input type="checkbox"/>		
SIGNATURES				
<div style="margin-bottom: 20px;"> _____ Employee's Signature </div> <div> _____ Supervisor's Signature </div>				

NOTICE OF TERMINATION OF PARTICIPATION Refer to IMCOM Regulation 690-16 for guidance to complete this form.		EFFECTIVE DATE (YYYYMMDD)
NAME OF EMPLOYEE:		
NAME OF IMMEDIATE SUPERVISOR:		
REASON(S) FOR TERMINATION		
<i>The reason(s) for this action are:</i>		
POSSIBLE REASON(S) (not all-inclusive): <ol style="list-style-type: none"> 1. The arrangement no longer supports the mission. 2. Performance standards are not being met or conduct is unacceptable. 3. Normal production or quality of work is not being maintained. 4. Costs of the arrangement become impractical. 5. Technology changes require return to the regular office. 6. There is a change in work requirements. 7. Employee did not comply with the terms of the agreement. 8. Employee is being counseled or disciplined for leave abuse. 9. Employee is needed at the worksite. 		
<i>Telework is not a right and may be terminated at the discretion of the supervisor or at the employee's request. Supervisors should provide advance notice to employee of the termination. All disputes will be handled through the employee's applicable grievance procedures.</i>		
SIGNATURES		
EMPLOYEE	DATE (YYYYMMDD)	
IMMEDIATE SUPERVISOR	DATE (YYYYMMDD)	

Send copy to unit timekeeper.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON
18436 4TH STREET
FORT A.P. HILL, VIRGINIA 22427-3114

MEMORANDUM OF UNDERSTANDING
BETWEEN
USAG, FORT A.P. HILL AND AFGE LOCAL 2902

SUBJECT: Fort A.P. Hill Command Policy Letter #50, Telework Policy

1. Purpose. To document understanding and concurrence on the integration and implementation of Command Policy Letter #50, Telework Policy and facilitate successful execution of program requirements for employees at USAG, Fort A.P. Hill.

2. Discussion. In accordance with HR 1722, signed into law by President Obama in 2010 as an effort to increase work-at-home opportunities for federal employees, Installation Management Command (IMCOM) Regulation 690-16, Alternate Work Schedule (AWS) program and Telework Policy (22 July 2009) and Military District of Washington Operating Procedure-Telework - Memorandum 19 (29 June 2010), USAG Fort A.P. Hill establishes local procedures and requirements for the conduct of Telework by select and approved Garrison employees.

a. Fort A.P. Hill Telework Policy is consistent with the following reference documents:

- (1) U. S. Office of Personnel Management (OPM) Guide to Telework in the Federal Government, April 2011
- (2) Department of Defense Instruction Number 1035.01, 4 April 2012, Telework Policy
- (3) DA Memo 690-8, Headquarters, Department of the Army Telework Program (30 October 2009)
- (4) Office of the Assistant Chief of Staff for Installation Management (OACSIM), Policy Memorandum 1: Alternative Work Schedule (AWS), Telework, and Dress Code (18 December 2010)
- (5) Installation Management Command (IMCOM) Regulation 690-16, Alternate Work Schedule (AWS) program and Telework Policy (22 July 2009).
- (6) Military District of Washington Operating Procedure –Telework – Memorandum 19 (29 June 2010).

b. Implementation of Fort A.P. Hill Command Policy Letter #50 constitutes a change in work conditions for employees assigned to USAG, Fort A.P. Hill. As such, the policy was coordinated for integration & implementations with official representatives of AFGE Local 2902 between 8 MAR 14 and 12 APR 14 to ensure awareness and receive recommendations for consideration. AFGE Local 2902 recommendations were considered and accepted in whole or part for integration into the policy.

MEMORANDUM OF AGREEMENT BETWEEN USAG, FORT A.P. HILL AND AFGE
LOCAL 2902

SUBJECT: Fort A.P. Hill Command Policy Letter #50, Telework Policy

c. Fort A.P. Hill Command Policy Letter #50, Telework Policy, was reviewed by OSJA, Fort Belvoir, VA and found legally sufficient for execution.

2. Scope. Fort A.P. Hill Command Policy Letter #50 provides summary, guidance and procedures only to implement a local Telework Program for civilian employees assigned to USAG, Fort A.P. Hill. Employees should reference IMCOM Regulation 690-16 for further guidance..

3. The points of contact for this memorandum of understanding are:

a. USAG Fort A.P. Hill:

(1) Mr. Robert Wright, (804) 633-8205, robert.t.wright3.civ@mail.mil

(2) Mr. Jonathan Taylor, (804) 633-8824, johnathan.b.taylor.civ@mail.mil

b. AFGE Local 2902:

(1) Mr. Charles Fish, afge2902@gmail.com

Communication regarding this agreement by either party should be directed to the other party's points of contact.

4. Modification. Any modification or amendment to the USAG, Fort A.P. Hill Command Policy Letter #50 or this supporting MOU must be in writing and signed by all signatories to this MOU.

5. Effective Date. This Memorandum of Understanding becomes effective the date Command Policy Letter #50, Telework Policy is signed by the Commander.

6. This Memorandum of Understanding is accepted between the parties by placement of the approving signatures set forth below:

CHARLES FISH
PRESIDENT
AFGE Local 2902
FISH.CHARLES.O.
1233512768

Digitally signed by FISH.CHARLES.O.1233512768
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=USA, cn=FISH.CHARLES.O.1233512768
Date: 2014.04.20 06:45:20 -0400

(date)

DARGLE.PETER.EUGE
NE.1149452733

Digitally signed by DARGLE.PETER.EUGENE.1149452733
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=USA, cn=DARGLE.PETER.EUGENE.1149452733
Date: 2014.04.17 15:55:05 -0400

PETER E. DARGLE
LTC, AR
Commanding

14 April 2014